

GENERAL SERVICES ADMINISTRATION  
FEDERAL SUPPLY SERVICES  
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST

**Schedule 70: General Purpose Commercial Information Technology  
Equipment, Software, and Services**

**SPECIAL ITEM NUMBER 132-51 - INFORMATION TECHNOLOGY (IT) PROFESSIONAL  
SERVICES**

FPDS Code D399 Other Information Technology Services, Not Elsewhere Classified

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!®, a menu-driven database system. The INTERNET address for GSA Advantage!® is: [GSAAdvantage.gov](http://GSAAdvantage.gov).



Ambit Group, LLC  
1902 Campus Commons Drive, Suite 300  
Reston, VA 20191  
(703) 956 - 1601  
[www.theambitgroup.com](http://www.theambitgroup.com)

Contract Number:	GS-35F-0242T
Period Covered by Contract:	January 29, 2012 - January 28, 2017
Contract Administrator:	Ashequl Hoque
Email Address:	<a href="mailto:ahoque@theambitgroup.com">ahoque@theambitgroup.com</a>
Business Size:	Small Business, Service Disabled Veteran Owned Small Business

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at [fss.gsa.gov](http://fss.gsa.gov).



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## CUSTOMER INFORMATION

**1a. Table of awarded special item numbers with appropriate cross-reference to item descriptions and awarded prices:**

Special Item Number	Special Item Description	Service Description Page	Awarded Price Page
132-51	Information Technology Professional Services	5	9

**1b. Identification of lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one exclusive of any quantity/dollar volume, prompt payment, or any other concession affective price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. N/A**

**1c. If the contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate Not Applicable for this item. See pages 5-8**

**2. Maximum Order:** \$500,000

**3. Minimum Order:** \$100

**4. Geographic Coverage:** Domestic Delivery Only

**5. Point(s) of Production:** US

**6. Discount from list prices or statement of net price:** Prices shown herein are net prices

**7. Quantity Discounts:** None

**8. Prompt Payment Terms:** Net 30. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions

**9a. Government purchase cards are accepted** at or below the micro-purchase threshold.

**9b. Government purchase cards are accepted** above the micro-purchase threshold.

**10. Foreign Items:** None

**11a. Time of Delivery:** To Be Negotiated With Ordering Agency

**11b. Expedited Delivery:** Contact Contractor

**11c. Overnight and 2-day delivery:** Contact Contractor

**11d. Urgent Requirements:** Contact Contractor and please note the urgent requirements clause of this contract.

**12. FOB Points:** Destination



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**13a. Ordering Address:** Ambit Group LLC  
Attn: Ashequl Hoque  
1902 Campus Commons Drive, Suite 300  
Reston, VA 20191

**13b. Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3

**14. Payment Address:** Ambit Group LLC  
Attn: Ashequl Hoque  
1902 Campus Commons Drive, Suite 300  
Reston, VA 20191

**15. Warranty Provision:** Not Applicable

**16. Export Packing Charges:** Not Applicable

**17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Government purchase cards are accepted above the micro-purchase threshold

**18. Terms and Conditions of Rental, Maintenance, and Repair:** N/A

**19. Terms and Conditions of Installation:** N/A

**20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices:** N/A

**20a. Terms and Conditions for Any Other Services:** N/A

**21. List of Service and Distribution Points:** N/A

**22. List of Participating Dealers:** N/A

**23. Preventative Maintenance:** N/A

**24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants):** N/A

**24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.)** The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/).

**25. Data Universal Number System (DUNS) number:** 103079443

**26. Notification regarding registration in System for Award Management (SAM) Database:** Ambit Group LLC is registered in the SAM Database.

## GSA LABOR CATEGORY DESCRIPTIONS

**Note:** All positions require at least a High School Diploma or equivalent. Formal education may be exchanged for required years of experience on a one-to-one basis with one year of education being equivalent to one year of experience.

**Note:** All non-professional labor categories must be incidental to and used solely to support hardware, software and/or professional services, and cannot be purchased separately.”

### Senior Subject Matter Expert

**Minimum/General Experience:** 12 years experience: Background demonstrates recognized expert source of knowledge and expertise within specialized IT systems or technical area.

**Functional Responsibility:** Provides specific technical and/or functional guidance, reflecting detailed expert knowledge of specific IT areas and functions; develops benchmarks; performs elaborate analysis and studies, and develops reports and makes presentations to contractor management and clients. Has published books and articles and presented at major conferences.

**Minimum Education:** Bachelors Degree with 12 years of experience. Experience exceeding the minimum may be substituted for education. Likewise, education exceeding the minimum shown may be substituted for experience.

### Subject Matter Expert

**Minimum/General Experience:** 10 years experience: Background demonstrates expert source of knowledge and expertise within specialized IT systems or technical area.

**Functional Responsibility:** Provides highly skilled technical and/or functional guidance, reflecting detailed expert knowledge of specific IT areas and functions; develops benchmarks; performs elaborate analysis and studies, and develops reports and makes presentations to contractor management and clients.

**Minimum Education:** Bachelors Degree with 10 years of experience. Experience exceeding the minimum may be substituted for education. Likewise, education exceeding the minimum shown may be substituted for experience.

### Program Manager

**Minimum/General Experience:** 7 years experience: Background demonstrates 7 year’s progressive experience in leading projects, demonstrated ability to provide guidance and direction for specific projects or sub-tasks and capability to manage multi-task projects of high complexity for federal government clients.

**Functional Responsibility:** Program Managers have taken on increasing responsibility in the design, implementation, and management of projects. They interface with the clients on project specific issues, direct the completion of projects within established milestones and budgetary constraints, coordinate project specific entities, and review work products for completeness and adherence to applicable regulations and customer requirements.

**Minimum Education:** Bachelors Degree with 7 years of experience. Experience exceeding the minimum may be substituted for education. Likewise, education exceeding the minimum shown may be substituted for experience.

### Project Manager

**Minimum/General Experience:** 5 years experience: Background demonstrates 5 year's progressive experience in leading engagements, demonstrated ability to manage a project and to provide guidance and direction for specific projects or sub-tasks and increasingly responsibility in design, implementation and management of projects.

**Functional Responsibility:** Project Managers interface with the client on a daily basis, direct the completion of project specific tasks within established milestones and budgetary constraints, manage the daily activities of the project team and review work products for quality, completeness, and adherence to applicable regulations and customer requirements. This position ensures the project's team conformance with work standards and coordinates work effort with involved parties to ensure problem resolution and client satisfaction. The Project Manager also delivers presentations and leads client meetings.

**Minimum Education:** Bachelors Degree with 5 years of experience. Experience exceeding the minimum may be substituted for education. Likewise, education exceeding the minimum shown may be substituted for experience.

### Task Team Leader

**Minimum/General Experience:** 5 years experience in leading information technology related tasks and personnel.

**Functional Responsibility:** Defines and directs technical specifications and tasks to be performed by team members; defines project milestones for tasks and sub-tasks. Provides guidance and assistance in coordinating output and ensuring the technical adequacy of the end product. Ability to work well in a team environment and with Government personnel.

**Minimum Education:** B.S./B.A degree in computer science, information systems, engineering, business, math , sociology , communications or science is required. Experience exceeding the minimum may be substituted for education. Likewise, education exceeding the minimum shown may be substituted for experience.

### Principal Consultant

**Minimum/General Experience:** 7 to 10 years experience in applied or analytical experience of which at least 7 years must be specialized.

**Functional Responsibility:** Specialized experience includes demonstrated experience in IT areas specifically relevant to task orders. Must have served as a team leader in directly related applied or analytical areas. Works with senior management level personnel from Government Agencies and Departments.

**Minimum Education:** Bachelors degree and a minimum of 7 years experience. Experience exceeding the minimum may be substituted for education. Likewise, education exceeding the minimum shown may be substituted for experience.

#### Senior Consultant

**Minimum/General Experience:** 5 to 7 years experience in applied or analytical experience of which at least 5 years must be specialized.

**Functional Responsibility:** Provide technical knowledge in their area of expertise, work individually and on teams to support the completion of project specific tasks within established milestones and budgetary constraints and interface with the client on a daily basis. In addition, senior consultants apply their specific expertise to the practical issues they identify or those presented to the client. They also assist in formulating solutions, preparation of reports, studies and documentation, and support presentations and client meetings.

**Minimum Education:** Bachelors degree and a minimum of 5 years experience. Experience exceeding the minimum may be substituted for education. Likewise, education exceeding the minimum shown may be substituted for experience.

#### Consultant

**Minimum/General Experience:** 3 to 5 years experience in applied or analytical experience of which at least 3 years must be specialized.

**Functional Responsibility:** Interface with the Government client on a daily basis, assist in identifying problems, perform technical analysis and develop solutions, support the completion of project specific tasks within set milestones and budgetary constraints, and support presentations and client meetings.

**Minimum Education:** Bachelors degree and a minimum of 3 years experience. Experience exceeding the minimum may be substituted for education. Likewise, education exceeding the minimum shown may be substituted for experience.

#### Associate Consultant

**Minimum/General Experience:** 0 to 3 years experience in applied or analytical experience.

**Functional Responsibility:** Interface with the Government client on a daily basis, assist in identifying problems, perform technical analysis and develop solutions, support the completion of project specific tasks within set milestones and budgetary constraints, and support presentations and client meetings.

**Minimum Education:** Bachelors degree. Experience exceeding the minimum may be substituted for education. Likewise, education exceeding the minimum shown may be substituted for experience.

#### Technical Specialist

**Minimum/General Experience:** 2 years experience providing independent services in specialized technical areas.

**Functional Responsibility:** Provides expert advice and assistance in state-of-the-art software/hardware solutions involving hardware of various capacities, multiple operating environments, database management systems, specialized software and complex software tools or packages. Performs analysis and studies, enhances or implements system software solutions and performs tests.

**Minimum Education:** Associate Degree. Experience exceeding the minimum may be substituted for education. Likewise, education exceeding the minimum shown may be substituted for experience.

<b>Administrative Staff Support</b>
<b>Minimum/General Experience:</b> High school graduate with up to 2 years experience in a working environment.
<b>Functional Responsibility:</b> Performs administrative tasks, such as word processing, spreadsheet development, administrative support to staff personnel. Support includes: production and preparation of deliverables, maintaining schedules, record meeting minutes and prepare meeting reports.
<b>Minimum Education:</b> High School. Experience exceeding the minimum may be substituted for education. Likewise, education exceeding the minimum shown may be substituted for experience.

**\*Experience exceeding the minimum shown may be substituted for education. Likewise, education exceeding the minimum shown may be substituted for experience.**

<b>Degree</b>	<b>Related Experience Substitution</b>
<b>Associate's</b>	<b>2 Years</b>
<b>Bachelor's</b>	<b>5 Years</b>
<b>Master's</b>	<b>Bachelor's + 2 years</b>
<b>PhD</b>	<b>Masters + 3 years</b>



**GSA LABOR RATES  
SERVICES  
DOMESTIC HOURLY RATES**

**Effective January 29, 2012 through January 28, 2017**

<b>LABOR CATEGORY</b>	<b>GSA RATE</b>
Senior Subject Matter Expert	\$283.81
Subject Matter Expert	\$267.54
Program Manager	\$232.64
Project Manager	\$209.37
Task Team Leader	\$197.74
Principal Consultant	\$197.74
Senior Consultant	\$152.26
Consultant	\$121.61
Associate Consultant	\$94.21
Technical Specialist	\$65.92
Administrative Staff Support	\$43.95

**TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT)  
PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51)**

**\*\*\*\*NOTE:** *All non-professional labor categories must be incidental to, and used solely to support professional services, and cannot be purchased separately.*

**1. SCOPE**

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT Professional Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

**2. PERFORMANCE INCENTIVES I-FSS-60 Performance Incentives (April 2000)**

- a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract.
- b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
- c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

**3. ORDER**

- a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 (Deviation – May 2003) Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.
- b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

**4. PERFORMANCE OF SERVICES**

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
- d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

**5. STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)**

- (a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-
  - (1) Cancel the stop-work order; or
  - (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the

Government, clause of this contract.

(b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-

(1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and

(2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

(c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

(d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

## **6. INSPECTION OF SERVICES**

In accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS--COMMERCIAL ITEMS (MAR 2009) (DEVIATION I - FEB 2007) for Firm-Fixed Price orders and FAR 52.212-4 CONTRACT TERMS AND CONDITIONS □ COMMERCIAL ITEMS (MAR 2009) (ALTERNATE I □ □ OCT 2008) (DEVIATION I – FEB 2007) applies to Time-and-Materials and Labor-Hour Contracts orders placed under this contract.

## **7. RESPONSIBILITIES OF THE CONTRACTOR**

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Dec 2007) Rights in Data – General, may apply.

## **8. RESPONSIBILITIES OF THE ORDERING ACTIVITY**

Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite IT Professional Services.

## **9. INDEPENDENT CONTRACTOR**

All IT Professional Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the ordering activity.

## **10. ORGANIZATIONAL CONFLICTS OF INTEREST**

### **a. Definitions.**

“Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.



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#### 11. **INVOICES**

The Contractor, upon completion of the work ordered, shall submit invoices for IT Professional services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

#### 12. **PAYMENTS**

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition. As prescribed in 16.601(e)(3), insert the following provision:

- (a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.
- (b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—
  - (1) The offeror;
  - (2) Subcontractors; and/or
  - (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

#### 13. **RESUMES**

Resumes shall be provided to the GSA Contracting Officer or the user ordering activity upon request.

#### 14. **INCIDENTAL SUPPORT COSTS**

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.

#### 15. **APPROVAL OF SUBCONTRACTS**

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

#### 16. **DESCRIPTION OF IT/IAM PROFESSIONAL SERVICES AND PRICING**

- a. The Contractor shall provide a description of each type of IT Service offered under Special Item Numbers 132-51 IT Professional Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.
- b. Pricing for all IT Professional Services shall be in accordance with the Contractor's customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices, minimum general experience and minimum education.